



Department of Housing and Community Development

NOTIFICATION OF VACANCY

**COMMUNITY REPRESENTATIVE
(Program Administrative Specialist II)**

POSITION #00360

LOCATION:

**DHCD
Main Street Centre
600 East Main Street; Suite 300
Richmond, VA 23219**

HIRING RANGE:

\$41,000 - \$52,000 Annually

DUTIES AND RESPONSIBILITIES:

The Virginia Department of Housing and Community Development is seeking a Community Representative to oversee local government administration of the new Virginia Neighborhood Stabilization Program (NSP) under the Community Development Block Grant Program (CDBG). The purpose of the NSP is to assist affected neighborhoods with the financing, acquisition and re-development of abandoned and foreclosed homes. The selected self-starter will be the main point of contact for local government and non-profit partners to assure that they implement projects in a manner which complies with the project contract, and with all applicable state and federal requirements. This person will oversee grant management by local governments of projects consisting of housing acquisition, property disposition, rehabilitation and re-sale. Duties will include assisting NSP grantees with property acquisition negotiations between banks and purchasers, planning and conducting training, completion of on-site compliance reviews, provision of technical assistance, internal provision of monthly updates, risk analyses, overseeing the contracting process, closing out projects and providing assistance to staff on special tasks.

QUALIFICATIONS GUIDE:

Demonstrated ability to review financing and pro-formas and track financial transactions and program income. Candidate must have demonstrated ability to read, learn, understand, apply and write about laws and regulations on the implementation of NSP, CDBG and other DHCD funded construction projects, housing acquisition, property disposition, housing rehabilitation projects and re-sale. Ability to effectively interact with all individuals associated with planning and implementing projects. Demonstrated skill in developing and delivering technical presentations as well as facilitating group discussion. Demonstrated ability to use presentation software, databases, spreadsheets and word processing programs. Manage time strategically, effectively handle multiple priorities. Must be willing to work in a fast-paced, high-energy environment as part of a team. Degree in public administration, planning, community development or related field preferred. Experience in financial management required. Must have considerable experience in residential mortgage processing and a strong background in the real estate field. Experience in two or more of the following: community development; construction management; housing construction/rehabilitation; local government or quasi-governmental entity; housing counseling, grant-writing/administration. Must be available for statewide overnight travel and able to travel independently of other agency staff. A valid driver's license is required

TO BE CONSIDERED FOR THIS POSITION, YOU MUST COMPLETE A STATE APPLICATION THROUGH THE ON-LINE EMPLOYMENT SYSTEM <https://jobs.agencies.virginia.gov> BY FRIDAY, SEPTEMBER 4, 2009, 5:00 p.m. EST.

For additional information please contact our Human Resource Office, at (804) 371-7000

An Equal Opportunity Employer

Women, Minorities, Veterans and people with disabilities are encouraged to apply. Requests for reasonable accommodations will be provided to applicants in order to provide access to the application and/or interview process.